TIME MANAGEMENT TIPS

BOOST PRODUCTIVITY AND REDUCE STRESS

WHY IT MATTERS

- MEET DEADLINES AND REDUCE STRESS
- GAIN MORE HOBBIES AND TIME FOR SELF CARE.
- IMPROVE FOCUS AND ACADEMIC PERFORMANCE.

PLAN AHEAD

- USE A PLANNER OR DIGITAL CALENDAR.
- WRITE DOWN ASSIGNMENTS DEADLINES AND EXAMS.
- BREAK BIG TASKS INTO SMALLER STEPS

PRIORITIZE TASKS

- FOCUS ON URGENT AND IMPORTANT TASKS FIRST.
- AVOID MULTITASKING .
- DO ONE TASK AT A TIME.

AVOID PROCRASTINATION

- TRY THE POMODORO TECHNIQUE: 25 MINS WORKING, 5 MIN BREAK.
- SET REALISTIC DAILY GOALS.
- REWARD YOURSELF FOR COMPLETING TASKS.